



Early Childhood Inclusion Specialists and Project Coordinator

2020-11 Request for Proposals (RFP) – Pre-bid Meeting
January 8, 2020



Delaware
Department of Education



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Request for Proposals - Overview



The Delaware Department of Education is seeking to contract with up to 15 Inclusion Specialist(s) and 1 Project Coordinator for an early childhood inclusion project to evaluate and improve the ability of private child care providers to serve children with developmental delays or disabilities in inclusive settings.

Each Inclusion Specialist will also provide coaching, training and technical assistance to child care providers.

In addition, the successful candidate(s) will have or will be able to gain expertise in Multi-tiered Systems of Support (MTSS) in early childhood related to social-emotional skills.



Important Dates

January 8th

Pre-Bid Meetings
In-person & Virtual

January 16th

Deadline for
Questions

January 23rd

Response to
Questions
Posted

February 6th

Deadline for
Proposals
2:00PM

February/March

Estimated Award
Notification



Program Purpose/Intention

“All young children with disabilities should have access to inclusive high-quality early childhood programs, where they are provided with individualized and appropriate support in meeting high expectations.”

~U.S. Departments of Health and Human Services and Education, September 2015



WHY this project?

- To improve Delaware’s ability to support children with developmental delays or disabilities in community based settings, which are considered the least restrictive environment for children with IEPs (the regular Early Childhood program they would attend absent their disability).



IDEA 619 Part B – IEP's

Under the Individuals with Disabilities Education Act (IDEA), each preschool aged child with a disability has an **Individualized Education Program (IEP)** developed by a group of educators and the child's parent that will provide a **Free Appropriate Public Education** in the **Least Restrictive Environment**.

The team documents the child's strengths and areas of need, develops yearly goals and plans services that will enable the child to reach their goals.

Placement decisions require a discussion of the supplementary aids, and special education and related services the child would need to be successful **in a regular early childhood setting**



Project Coordinator - Scope

Provide oversight to multiple inclusion specialists

Facilitate monthly/bi-monthly meetings

Oversee the creation and implementation of an evaluation of the State's Early Childhood Inclusion Pilot Program and its impact on children and families

Ensure successful compliance with all IDEA Part B Section 619 requirements

Create and maintain a monitoring and reporting system for program deliverables

Coordinate long-range program planning and development



Inclusion Specialists - Scope

Evaluate the ability of private child care providers to create and manage inclusive classrooms, using the Inclusive Classroom Profile (ICP)

Provide training and technical assistance to private child care providers on serving children with developmental delays or disabilities who may also demonstrate behavioral challenges

Provide Practice-based Coaching (PBC) to early learning professionals on utilization of the Pyramid Model and MTSS in order to create program wide expectations and decrease challenging behaviors

Ensure successful compliance with all IDEA Part B Section 619 requirements

Attend bi-monthly meetings facilitated by the project coordinator



Other Requirements (Both Positions)

Education

- Bachelor's Degree (Master's preferred) from an accredited college or university, preferably with a concentration in Early Childhood Special Education, Early Childhood Education, Elementary Education, Elementary Special Education, or directly related field.

Experience

- Min. 5 years of related experience
- Substantive knowledge of early childhood special education content
- Knowledge and experience with facilitating national best practice in early childhood education and inclusion
- Experience delivering training and technical assistance to diverse families and practitioners
- Preferred experience with supporting best practices in improving early learning program quality through coaching and/or mentoring
- Strong large-scale project management experience (*project coordinator only*).

Skills

- Demonstrated ability to problem solve effectively and efficiently
- Strong organizational skills and delivery of results against tight deadlines
- Results-oriented professional with demonstrated ability to self-motivate and to work independently.
- Creative and strategic thinker with strong collaborative skills.
- Comfort and familiarity with data analysis and budget planning.
- Team orientation and willingness to contribute at all levels to ensure successful implementation when working under pressure.
- Knowledge and skills in best practices of professional development with adult learners.
- Excellent interpersonal, oral and written communication skills.
- Exercises discretion and confidentiality.



Rate of Pay and Number of Hours

- Hourly rate will be based on applicant experience, pricing proposal, and negotiations with the DDOE finance office.
- Full-time and part-time contracts available.
 - The projected number of hours will be based on the total number of applicants and need in each of the 3 counties (Kent, Sussex, and New Castle).





Scoring Criteria

All proposals shall be evaluated using the same criteria and scoring process. The following criteria shall be used by the Evaluation Team to evaluate proposals:

Criteria	Weight
The qualifications and experience of the persons to be assigned to the project.	30%
Familiarity and experience creating and running similar projects, including the ability to perform the work in a timely manner, operating with minimal oversight and providing on-going project support and maintenance.	50%
References	10%
Pricing	10%
Total	100%



Vendors are encouraged to review the evaluation criteria identified to see how the proposals will be scored and verify that the response has sufficient documentation to support each criteria listed.



Mandatory Submission Requirements

- Each vendor solicitation response should contain at a minimum the following information:
 - Transmittal Letter as specified on pg. 1 of the RFP including applicant's experience, providing similar services.
 - The vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall including pricing.
 - 1 complete, signed, and notarized copy of the non-collusion agreement (attachment 2).
 - 1 completed RFP exception form (attachment 3).
 - 1 completed confidentiality form (attachment 4).
 - 1 completed business reference form (attachment 5).
 - 1 complete and signed copy of the subcontractor information form (attachment 6). *Only required if applicable*



Failure to provide all appropriate information may deem the submitting vendor as “non-responsive” and exclude the vendor from further consideration.



Proposal Submission



- Each proposal must be submitted with **6** paper copies including a price proposal and **2** electronic copies on separate USB memory drives. For electronic copies, please provide a separate pricing file from the rest of the RFP proposal responses.
- All properly sealed and marked proposals are to be sent to the State of Delaware and **received no later than 2:00 PM (Local Time) on February 6, 2020**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:
Meaghan Brennan
DE Department of Education, Finance Office, Rm. 275
401 Federal Street, Ste. 2
Dover, DE 19901
- Vendors are directed to clearly print **“BID ENCLOSED”** and **“CONTRACT NO. 2020-11”** on the outside of the bid submission package.



Designated Contact

Address all communications to:

Meaghan Brennan
DE Department of Education, Finance Office
401 Federal Street, Ste. 2
Dover, DE 19901
Email: Meaghan.Brennan@doe.k12.de.us



Communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact (above).



Questions?





Questions After Pre-bid Meeting

- The State of Delaware will allow written requests for clarification of the RFP. All questions shall be received no later than **January 16, 2020**. All questions should be posted on DDOE's website at:
<https://doeapppublic01.doe.k12.de.us/BidManagementPublic/#home>
- All questions will be consolidated into a single set of responses and posted on both DDOE's website, as well as the State's website at www.bids.delaware.gov by the date of **January 23, 2020**. Vendor names will be removed from questions in the responses released.





Thank You!

**THANK
YOU!**



**FOR
YOUR
PRESENCE**